

## 1. SAMPLE FUNDRAISING LETTER

May 24, 2006

Dear \_\_\_\_\_,

Greetings and best regards! As an active supporter and user of archives and historical records repositories in Kentucky for many years, I thought you would be interested in Kentucky Archives Week.

This fall, the Kentucky State Historical Records Advisory Board, the Kentucky Council on Archives, and the Kentucky Department for Libraries and Archives are sponsoring the fifth annual Kentucky Archives Week, October 8-14. Kentucky Archives Week will be a statewide, week-long celebration of the importance of archives and historical records in Kentucky. The theme for the 2006 Kentucky Archives Week is "Family Heritage."

We are seeking contributions for an event that will take place in \_\_\_\_\_ (as well as around the state) during Kentucky Archives Week. This event is a 'Family Heritage Day' celebration that will take place at \_\_\_\_\_ on Saturday, October 14, 2006, between 12:00 Noon and 5:00 PM (Please see the attached flyer). So far contributions made toward these two activities have ranged between two hundred and five hundred dollars. I hope that you will also consider making a contribution to this event. Any contribution you could make will be greatly appreciated.

Of course, you and your company will be acknowledged as a funding source on all media and activity materials. Should you have any questions or require additional information I can be reached daily at \_\_\_\_\_.

Respectfully yours,